

City of Milton-Freewater  
Position Description: Cashier

**GENERAL STATEMENT OF DUTIES**

Performs a variety of bookkeeping and clerical work; assists customers at the counter and by phone; records cash receipts; files; does related work as required.

**SUPERVISION RECEIVED**

Works under the supervision of the Accounting Supervisor.

**SUPERVISION EXERCISED**

Supervision is not a normal responsibility of positions in this class.

**TYPICAL EXAMPLES OF WORK:** Any single position in this class will not usually involve all the duties listed and many positions will involve duties which are not listed.

1. Receives cash and checks at the counter and by mail-in payment of statements; makes change and issues receipts; records all transactions.
2. Makes disbursements, examines checks presented for payment, balances mail receipts.
3. Prepares and makes bank deposits.
4. Performs a variety of responsible customer relations and counter work.
5. Operates 10-key calculator and Computer Caselle System workstation.
6. Familiar with Internet use to receive online payments.

**DESIRABLE RECRUITING REQUIREMENTS**

**KNOWLEDGE, SKILLS, AND ABILITIES**

Working knowledge of bookkeeping principles and practices; working knowledge of office methods and procedures and familiarity with the use of standard office equipment; ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately; ability to maintain harmonious working relations with the general public and other employees; ability to type and to operate business machines.

**EXPERIENCE AND TRAINING:**

Experience in general office work which includes fiscal record keeping or bookkeeping; and graduation from a senior high school or equivalent GED certification, including or supplemented by course in bookkeeping methods and procedures, or a satisfactory equivalent combination of experience and training.

## POSITION ANNOUNCEMENT

- Position:** CASHIER
- Salary:** \$11.09 – \$13.51
- Duties:** Assists customers in person and on the phone using knowledge of city policies and departments to expedite inquiries. Receives cash and checks at the counter and by mail for payment of utility bills, cable, accounts receivable and general revenues. Operates computer, makes change and issues computerized receipts, records all transactions. Participates in the mailing of utility billings, operates postage machine, copier and binder. Prepares and makes bank deposits, does related work as required.
- Qualifications:** Working knowledge of bookkeeping principles and practices, working knowledge of office methods and procedures. Skill in typing, computers, 10-key adding machine, and operation of standard office machines. Ability to perform detailed work involving written or numerical data and to make rapid and accurate mathematical calculations. Ability to work independently and harmoniously with co-workers, and possess excellent customer relation skills. Experience in clerical work involving fiscal record keeping or bookkeeping, and graduation from a senior high school or equivalent GED certification, including or supplemented by courses in bookkeeping methods and procedures, or a satisfactory equivalent combination of experience and training.
- Method of Selection:** Evaluation of candidate's background from application form, data entry and calculator test. Only those applicants who appear best qualified as determined by a screening committee will be interviewed and tested.
- Application:** Applications may be obtained from Human Resource Dept., City Hall, P.O. Box 6, Milton-Freewater, OR 97862, 541-938-8243, or obtain materials online at [www.mfcity.com](http://www.mfcity.com) **Applications must be received in the Human Resource department no later than Monday, October 15, 2007 at 4:00 p.m.** Disability accommodations made in the recruitment process upon request.

The City of Milton-Freewater is an Equal Opportunity Employer. We are dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, mental or physical disability.